



## Name of Policy: Identifying at Risk Students

**RESPONSIBLE COMMITTEE:** Decanal Committee

**RESPONSIBLE OFFICER:** Senior Dean

**LINKED DOCUMENTS: College:** Safeguarding Policy; Data Protection Policy; Data Sharing on Prevent Policy; Fitness to Study Policy; Prevent Duty Policy; Identification and Reporting College Members and Staff at Risk of Radicalization Procedure.

**LINKED DOCUMENTS: Other:** n/a

**Annual Review date:** First meeting of Hilary Term

### POLICY HISTORY

<i>Date of GB approval</i>	<i>Brief summary of changes</i>	<i>Confirmation that linked documents have updated if necessary</i>	<i>College policy register updated</i>
June 2016	Generation of policy	na	Yes (Sandra Campbell)
March 2017	Page 2 No2 – ‘if necessary’ added to the wording of termly welfare meetings Policy reviewed by Committee	na	Yes (Sandra Campbell)
March 2018	Policy reviewed by Committee and subsequently approved by GB	na	Yes (Sandra Campbell)



## PURPOSE OF POLICY

1. This policy outlines the steps the College will take to identify students who may be at risk.

## POLICY

2. In order to meet the College's duty of care to students, the Senior Dean will, *if necessary*, convene a meeting of relevant College Officers and staff once per term to share information about students for whom concerns have been raised about their welfare. The purpose of the meeting will be to agree an appropriate course of action to help the individual.
3. Information may come to light because of a direct disclosure to a member of staff, an observation from a member of staff or Tutor, or information from a third party. All information will be treated confidentially.
4. In addition to the termly meeting, Fellows, Tutors and staff wishing to highlight a student who is giving cause for concern are asked to notify the Senior Dean.
5. The College acknowledges that there is a risk that students may be less likely to use welfare provision because they perceive it to be linked to the *Prevent* duty. To reduce this risk, the College has made all policies and procedures relating to the operation of the *Prevent* duty available on the website and will provide an annual *Prevent* training document for the students.
6. For further information or enquiries about this policy please contact the Senior Dean ([senior.dean@sjc.ox.ac.uk](mailto:senior.dean@sjc.ox.ac.uk)).